

ROBERT SMITH

Holiday Clerk Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Looking to find a management position where one can utilize the skills and training, have received over a number of years in both manufacturing and the military to help a company be successful and to be a valued team member.

CORE COMPETENCIES

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Paypal, Easy Lift, AAU Scanning.

PROFESSIONAL EXPERIENCE

Holiday Clerk Assistant

United States Postal Service - November 2016 – May 2018

Key Deliverables:

- Got hired on temporary for a holiday clerk assistant.
- Came in early mornings and helped unload beamers and west packs and got each package to the right carrier.
- Helped them get done we worked as a team.
- Provided great customer service to both postal customers, vendors, and fellow co-workers.
- Performed a variety of clerical duties in mail processing and retail/customer services to support day-to-day operations.
- Able to handle heavy sacks of mail/parcels and sort & distribute incoming/outgoing mail.
- Provided sales and customer service support by greeting customers, offering assistance with product selection, and use of self-service.

Holiday Clerk Assistant

Delta Corporation - 2014 – 2016

Key Deliverables:

- Provided sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk Arranged .
- Perform duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; .
- Performs variety of sales and customer services at the retail window or lobby.
- Provides sales and customer service support by greeting customers offering assistance with product selections.
- Distributed and scans incoming and outgoing mail at a post office branch or station.
- D.C Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and .

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- Distributes and scans incoming and outgoing mail at a post office, branch or station.

EDUCATION

Nursing Assistant - (Canadian Valley Technical Institute - Chickasha, OK)

